



AFPC Informatics SIG Terms of Reference

Purpose:

Mission:

AFPC's Informatics SIG shall focus on, promote and address key issues related to instruction in health informatics competencies for pharmacy students.

Goal:

To serve as a resource for pharmacy faculties and faculty members for facilitating inclusion of health informatics in pharmacy curricula.

Objectives:

- To scan the environment and disseminate information about best practices in instruction of health informatics.
- To compile and maintain an inventory of current shareable resources related to health informatics.
- Provide support for research related to the use of health informatics whether in teaching, supporting practitioners in the uptake of pharmacy informatics or in development of best practices, in order to create incentives for integration of pharmacy informatics into the curriculum.
- Study the results of the integration of the e-Resource into the curriculum and the impact on student learning.
- To regularly review the *Informatics for Pharmacy Students – e-Resource* and provide input regarding updating the content and usability of the e-Resource.
- Create a critical mass of pharmacy educators and researchers in pharmacy informatics across Canada.

Membership:

Open to AFPC members with interest in pharmacy informatics. Others may be invited to join the SIG because of their expertise at the discretion of the chair.

Committee Remuneration:

There is no remuneration for serving on the SIG. Contributions are expected to be “in kind”.

Decision Making:

Wherever consensus is not possible, and where required, a vote may be called by the Chair. A two thirds majority will carry a motion.

Organization:

Chair – sets agenda, presides at scheduled meetings of the SIG, assigns charges and oversees SIG activities, and develops annual budget. This is a one year term of office with annual renewal.

Vice-chair/secretary – assumes duty of Chair if required and keeps minutes of meetings. This is a one year term of office with annual renewal.

SIG subcommittees/work groups – at the discretion of the Chair, subcommittees or work groups may be created for routine or special purposes.

Communications:

Email and teleconferences will be the primary means of communication.

Meetings:

The SIG will hold at least 1 annual conference call meeting and 1 in person meeting in conjunction with the AFPC Annual meeting. Other meetings (teleconference preferred) may be held at the call of the Chair. Meeting minutes should be prepared and distributed to the Executive Director.

Reports:

The SIG Chair will provide progress reports and an annual report to the Executive Director (e.g. current activities, implications to AFPC, recommendations, and future activities). The reports will be circulated to the Council of Faculties and Council of Deans for information and review.

*Approved February 4, 2016: AFPC Council of Faculties Voting Members
Reviewed by Informatics SIG: June 15, 2022 (no revisions)*